

Professional and Managerial Branch
Personnel Administration Group
Personnel Series

RECRUITMENT AND EXAMINATION ANALYST

04/86

CHARACTERISTICS OF THE CLASS:

Under direction, performs responsible professional supervisory level technical occupational recruitment and examination work; performs related duties as required.

EXAMPLES OF DUTIES:

Plans, develops and administers written, oral, background, practical performance and physical agility tests; obtains information from subject matter experts and job analysis studies to establish job elements and related knowledges, skills, abilities and determines appropriate measuring criteria; personal characteristics to be measured and to determine appropriate evaluation instruments; assures compliance with established recruitment and selection methods, practices and procedures; determines appropriate examinations time limits, passing points and score conversion methods.

Conducts statistical and test development research as required; develops systems for collecting and analyzing quantitative data relevant to test research and development; conducts items analysis, adverse impact, reliability and validity studies of new and existing selection methods; conducts special projects as assigned; prepares technical reports as required.

Makes recommendations for an effective advertising and recruitment program to meet current and projected hiring needs; analyzes effect of recruitment efforts; as assigned, represents the city in community sponsored career orientation programs.

Analyzes and makes recommendations for new or modification of recruitment and selection policies and procedures; makes work assignments to subordinate personnel; prepares technical and/or procedural manuals for the training of section personnel; as required, advises department heads, employees and the general public on departmental policies and procedures pertinent to recruitment and examination; participates in the development of selection program objectives and priorities; supervises assigned personnel and evaluates their performance; enforces personnel rules and regulations, standards of conduct and work attendance.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Psychology or Personnel, Business Administration or closely related field and three years of progressively responsible professional experience in applicant evaluation methods, occupational test construction, validation and statistical analysis; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the methods, principles and practices of personnel assessment and employee selection; considerable knowledge of the principles of occupational test construction, validity and reliability; considerable knowledge of the application of statistical procedures; considerable knowledge of data gathering methods such as questionnaire development, job analysis and interviewing techniques; considerable knowledge of research methodology, statistics, psychometry and quantitative methods; good knowledge of supervisory practices and procedures; good knowledge of federal guidelines on employee selection procedures and EEO related legislation; good knowledge of the ethnic and cultural factors involved in validating selection procedures; some knowledge of the preparation uses and applications of computer data base information.

Ability to apply research methods to test development and validation; ability to use good judgment in the resolution of difficult problems; ability to present ideas clearly and effectively both orally and in writing; ability to plan, train, supervise and evaluate the work of assigned personnel; ability to prepare reports; ability to establish and maintain effective working relationships with fellow workers, other city employees and the general public.

Physical Requirements: Mobility within an office environment; operation of a motor vehicle through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License.

Director of Personnel

Department Head

OFFICIAL